

Contractor
Support Services Specialist, GS-0342-11/12 Equivalent
Mission Support Section
Division of Civilian Response Operations
Office of the Coordinator for Reconstruction and Stabilization (S/CRS)
US Department of State

Introduction:

This position is located in the Mission Support Section of the Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The position is under the general direction of the Mission Support Director. The incumbent serves as senior support services specialist responsible for providing the full range of support services essential to the Division of Civilian Response Operations programs. The incumbent provides planning, coordination, and comprehensive support services in the following areas: procurement and contracting for equipment, office furnishings, and services; travel services; property management and accountability; security; space management; records management; and other administrative services.

Major Duties and Responsibilities:

- Plans, coordinates, establishes replacement schedules and priorities, and determines method of procurement and supply operations.
- Receives, reviews, and processes requests for supplies, equipment, furniture, and office services and determines whether procurement is economically feasible.
- Works closely with the financial advisor to plan an effective, economical program for regular purchases and for the replacement of furniture and equipment.
- Prepares sole source justifications, when required, assuring adherence to current Federal Procurement Regulations.
- Advises on types of equipment and furnishings available and provides guidelines for procurement processing and compliance with regulations.
- Develops and administers service contracts and equipment.
- Receives, approves, and processes requests for maintenance, repairs, and/or alterations which involve expenditure of funds.
- Coordinates, negotiates, and supervises the maintenance, repairs, or alterations which involve physical security, disposal and cleaning of equipment, property, and space and expenditures of funds.
- Coordinates and arranges for all telephone-related services, as well as other communications and data-fax services.
- Arranges for special reproduction services, visual aids, charts, picture framing, graphics, printing, and all award certificates, including length-of-service and performance awards.
- Prepares purchase orders for awards.
- Initiates orders for publications for use by the Office and retains up-to-date records of all such publications for future renewals.

- Provides written/oral guidance on travel regulations to all levels of employees. Ensures that all travel under the auspices of the Office complies with existing laws and regulations.
- Administers and modifies a property management program for non-expendable property, reconciles discrepancies, processes disposal actions, conducts inventories, and prepares the annual inventory report.
- Administers the security program, ensuring that management complies with the Department's security regulations. Provides advice to management and conducts periodic on-site surveys to improve security practices. Counsels employees at all levels on security practices, ensuring security violations are handled in accordance with regulations. Assists Diplomatic Security officials when they are conducting investigations of security violations or carrying out their duties.
- Analyzes office requirements based on the size, type of operation and plans for future expansion. Presents plans and/or alternatives for the most efficient utilization of space within existing constraints and criteria. Assists in drawing floor plans to accommodate office requirements; develops proposals and justifications for space; obtains estimates for renovations; works with officials to determine appropriate office furnishings; and ensures that contractors fulfill their responsibilities in accordance with specific requirements.
- Ensures that the division is in compliance with Departmental policies on records retention and disposition. Conducts periodic inspections of office files, and advises managers of any problems, and recommends procedures to correct problems or discrepancies. Conducts training of new employees on records management program.
- Conducts special projects and assignments, often of a highly complex and urgent nature, as required.

Key Qualifications

- Full knowledge of the work practices and operations of the Office and a thorough knowledge of general services regulations to provide advice and guidance to the Civilian Response Corps and training staff members.
- Knowledge of procurement and contracting regulations to analyze contracting issues, identify alternative course of action, modify contract procedures to satisfy specialized requirements, and solve a variety of contracting problems.
- In-depth knowledge of property management procedures, regulations, and requirements to ensure proper utilization of property throughout the Office. Ability to use computer equipment to track, inventory, and perform inventory reconciliation.
- Knowledge of travel regulations and documentation requirements to provide travel and transportation services and advice to employees.

- Knowledge of space utilization to coordinate renovation projects within the Office and conduct studies to ensure proper and efficient utilization of space.
- Knowledge of the Department's record management regulations to administer the Office records management program.
- Knowledge of the Department's security regulation to effectively manage the Office security program and act as liaison with the organizational entities in keeping abreast of changes in regulations.
- Ability to obtain a secret level security clearance.

Supervisory Controls

The supervisor sets overall objectives for work and informs the employee of resources available. The supervisor and employee in consultation discuss the work to be done, the project scope, and the deadlines for completion. Incumbent is responsible for independently planning, scheduling, and executing assignments and resolving most difficult and unique problems, referring to the supervisor only in the most unusual cases that may have serious implications. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

Work Conditions

Work is primarily sedentary, performed in a typical office setting.

Special Requirements

The position requires a secret level security clearance.

Period of Performance

The Support Services Specialist will serve at S/CRS/CRO for a 12 month period, from o/a November 1, 2008 through October 31, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) by November 15, 2008 with "S/CRS CRO Information Technology Specialist" in the subject line. Finalists will be contacted.

